Law Fair Guide 2016

Wednesday 19th October
Great Hall, College Building
1 to 4.30pm
(1 to 2pm: priority entry with a fast-track pass)

Sponsored by
Bond Dickinson

Brought to you by the Careers Service
www.city.ac.uk/careers
Welcome from

Bond Dickinson

Sponsors of the 2016 Law Fair

Bond Dickinson is a leading UK law firm providing a comprehensive legal service to clients across a wide range of sectors including chemicals and manufacturing, energy and natural resources, retail and consumer goods, transport and infrastructure, financial institutions, insurance, real estate and private wealth.

Delivering an exceptional client experience sits at the heart of everything we do.

At Bond Dickinson we are supporting our clients in building, developing and growing their international business both within the UK and abroad. Our clients range from FTSE 100 businesses to governmental organisations, privately managed businesses and wealthy individuals.

We have a unique legal footprint across the UK with seven office locations – Aberdeen, Bristol, Leeds, London, Newcastle, Plymouth and Southampton. We’re on the ground in key financial centres and industry locations, with strategic partnerships with German firm Redeker Sellner Dahs and US firm Womble Carlyle.

Today’s trainee solicitors are tomorrow’s associates and partners. That’s why we make a long-term investment in all our trainees. Right from the start, we’ll focus on helping you develop a lasting career with an ambitious firm.

We are looking for intellectually capable, motivated and enthusiastic individuals from any discipline. To be successful, you’ll understand the need to provide practical, commercial advice to clients. You’ll share the firm’s commitment to self-development and teamwork and its desire to provide clients with services which match their highest expectations. If that sounds like you please come and say hello during the Fair; we would be happy to answer any questions you may have.

We are proud to sponsor City, University of London’s Law Fair and support you with your future career in law.

Please take this opportunity to ask questions and find the right firm for you.
We are delighted to invite you to the 2016 Law Fair. This event is an ideal opportunity for you to network with key recruiters from the legal sector and gather information that will help you stand out from other applicants.

Please use the checklist below that the Careers Service has prepared for you in order to help you make the most of this event and get ahead of the competition.

Before the Fair

**HAVE YOU:**

- Registered for and attended one of the fair preparation sessions or completed the Law Fair Prep Quiz to learn how to make the most of the Fair and get a fast-track entry pass?
- Pre-registered online at [careershub.city.ac.uk/students](http://careershub.city.ac.uk/students)?
- Done some research on the exhibitors that you want to approach on the day? Start with reading the profiles of the exhibitors in this guide.
- Researched how employers prefer to be approached at Careers Fairs?
- Prepared some relevant questions that demonstrate your interest in that area of work?
- Prepared a couple of sentences to introduce yourself clearly and succinctly to organisations?

See page 17 of this guide for further information on how to secure a fast-track entry pass.
On the day

**DO**

- Approach the stand as you would do at an interview – first impressions count!
- Start conversations with expressions such as “I am interested in...” or “I know about your company and would like to find out more about...”
- Be prepared to outline succinctly your knowledge of the company, express enthusiasm in what the company does and describe how your background could contribute to their needs
- Find out what exhibitors are looking for by asking them what skills and experience they require. You can then tailor your experiences and responses to what they are looking for
- Have a notepad ready so you can note down the name of anyone who you really enjoyed talking to. If they inspired you to work for their organisation, mention this in your application form
- Be proactive and keen: talk to the recruiters
- Plan what you are going to wear to project a professional image on the day of the Fair. Present yourself as you would at an interview.

**DON'T**

- Stand in a huddle in the corner talking to your friends
- Monopolise a single person
- Just browse or collect freebies
- Dress too casually (jeans, trainers and baseball caps are not recommended).
Prepare to answer questions

“Tell me about your course and why you decided to study it.”
“What interests you about law?”
“Tell me a little bit about yourself.”

Are you ready to sell yourself positively and succinctly in response to general openers like these? Start with your name, course and year of study. You may then want to say a few words about your career aspirations, areas of interest, why you are attending the Fair and why you have approached the employer in front of you. Write your notes on the following lines:

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Prepare to ask questions

Have a look through the pages that follow and identify employers that you would like to approach at the Fair. Think about questions that you would like to ask each of them and write them down in the notes sections under exhibitors’ profiles in this guide, ready for the day of the Fair. For example, prepare questions that will help you decide if a particular career or a particular organisation may be the one for you. You may wish to find out more about opportunities for professional qualifications, long-term careers prospects, work-life balance, job security, work environment, training and development opportunities, content of work, opportunities to work internationally and job availability. You may also wish to ask questions about recent news stories or big issues facing a particular organisation or industry. Ensure you do not ask questions which can be easily answered by doing some very basic research.

- This employer offers graduate opportunities
- This employer sponsors visas for international students
- This employer offers volunteering opportunities
- This employer offers internship opportunities
- This employer offers opportunities for 1st year students
This year, we are delighted to offer break-out sessions in conjunction with the Law Fair. These sessions are run by some of our exhibitors at the Fair and will provide you with an opportunity to improve your employability skills.

The following sessions are scheduled to take place during the Fair on Wednesday, 19th October in the College Building.

Students need to sign up for these sessions in advance. Registration will open on Monday, 19th September through City CareersHub

careershub.city.ac.uk/students

**Demystifying commercial awareness with Bond Dickinson**

2 to 3pm in A110  
Capacity: 50 people

Come and meet Bond Dickinson’s Graduate Recruitment Specialist, Joanne Smallwood, to gain the inside track on ‘demystifying commercial awareness’. With two interactive exercises, discover how a commercial law firms continually puts clients at the heart of their business and discuss the traits required to be a successful commercial lawyer.

**What makes a winning application form with Clifford Chance**

2 to 3pm in AG03  
Capacity: 40 people

This is an engaging, interactive session that starts with the important question: Is a career at Clifford Chance right for you? We’ll prompt you to think about the commitment and motivation you need to become a successful lawyer here, and help you to understand what we look for and how you can highlight your strengths. Ultimately, it’s about making your application stand out from the around 3,000 applications that we receive each year and we will show you how!
The Graduate Group drop-in clinic sessions

The Graduate Group are a group of recent graduates and young professionals who have secured jobs at top employers in the City. They remember the hours spent on researching graduate employers, the numerous networking events attended, and the daunting interview/assessment centre process. As a result, they exist to use these experiences to help students navigate these tasks and overcome the competitive graduate market.

During the Fair, two Graduate Group Members who are currently working in the legal and professional services industry will be available to answer questions on applying for and securing a graduate role in the City. If you need help navigating the world of internships and graduate schemes in law, banking and finance or professional services, please sign up for one of these sessions and come by to say hello!

You can sign up for these sessions through City CareersHub: careershub.city.ac.uk/students.

Qualifying as a U.S. Attorney with BARBRI International

3 to 4pm in AG08
Capacity: 40 people

Interested in expanding your legal career options globally? If you are studying law you may be eligible to sit for a U.S. Bar Exam and become a U.S. attorney.

Come and meet BARBRI International and hear about how to qualify with the number One Bar Review Programme in the US and internationally. The presentation will cover the skills you need to work as an international lawyer and answer your questions about how you achieve this.

BARBRI International offers courses in the UK and Ireland, as well as online study which can be completed anywhere in the world, to enable you to obtain this outstanding international legal qualification.

Law – Business or profession or both? Does it matter? with Darlington Solicitors

3 to 4pm in AG03
Capacity: 40 people

The legal profession has radically changed in the last 20 years. The traditional view of law was as a profession; clients would tend to accept legal advice and its cost without significant challenge. This has changed and many clients now see legal services and lawyers differently. How can and should lawyers respond to this challenge?

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Do not miss out on the following events:

Careers with a Law Degree
13th October, 6 to 8pm

South Square GDL Networking Evening
13th October, 6.30 to 9pm

How to make a good impression with your application with Trowers & Hamlins LLP
1st November, 6.30 to 8.30pm

For further information and to register for these and other events, visit: careershub.city.ac.uk/students.

Employer in Residence

During the term, employers will be offering one-to-one cv checks to students.

Find out more about these sessions and how to register for them on City CareersHub: careershub.city.ac.uk/students.

Accutrainee delivers a unique way for graduates to benefit from bespoke training contracts. We recruit trainees and second them to law firms and in-house legal teams in accordance with our clients’ requirements and business needs. Few training contracts offer such variety and breadth of experience with training periods uniquely designed around the trainee.

Accutrainee has exciting training contract opportunities within private practice and in-house departments. We welcome applications throughout the year, from candidates at every stage of their academic studies.

www.accutrainee.com
Governments, corporations and educational institutions around the world are increasingly fostering global legal education and many of today’s lawyers operate internationally, across legal systems, dealing with transborder transactions and multijurisdictional problems and opportunities. For this same reason, many attorneys around the world are increasingly turning to BARBRI to gain the necessary credentials to make global practice a reality. BARBRI is the market-leading provider of the Bar Review Programme that prepares law graduates and lawyers to sit the US State Bar Examinations. If you are interested in a career in international law, becoming a US Attorney is a step in the right direction. We offer classroom-based courses in the UK and Ireland and online study which can be completed anywhere in the world. We are part of BARBRI in the U.S. which has been at the top of the Bar Review business for 45 years. BARBRI International can greatly enhance your marketability in a competitive legal market at home and abroad by helping you obtain this outstanding international legal qualification.

www.barbri-international.com

My notes:
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Established for well over 60 years, Blackstone Chambers’ origins are firmly rooted in commercial law. Our standing has grown as Chambers has become instrumental in the development of human rights and public law. We have maintained our leading position in public international law, while developing our thriving practices in employment, EU and competition law.

Blackstone Chambers offers four 12-month pupillages, with an award of £65,000 for pupillages commencing in September 2017. A partial drawdown of up to £18,500 is available in the BPTC year.

We also offer mini-pupillages which last for three to five working days and take place at any time other than full legal vacation. Our mini-pupillages are assessed and form part of the application process for pupillages. Applications for these are open from September 1st 2016.

www.blackstonechambers.com/recruitment

My notes:
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Blake Morgan LLP has over 120 partners and a total staff of approximately 1000, providing a full range of legal services to business, the not-for-profit sector and private individuals. We are based in the South Coast, Thames Valley, London and Wales regions. We offer jobs and careers in a rapidly growing and highly regarded city practice as well as city-quality work and quality of life that only working in these regions can bring.

Blake Morgan LLP will be recruiting 16-18 trainees in summer 2017 to start their period of recognised training in September 2019. The online application form for this process will be available from November 2016 on the Blake Morgan website.

www.blakemorgan.co.uk

My notes:

Bond Dickinson is a dynamic UK law firm providing a comprehensive legal service to our clients, across a wide range of legal expertise and sectors. With a unique legal footprint across the UK, in seven cities including London, we’re on the ground in key financial centres and industry location. Our clients range from FTSE 100 businesses, governmental organisations and privately managed businesses to wealthy individuals.

We are currently recruiting for our 2019 training contract. Trainees at Bond Dickinson have an opportunity to spend six months in four Business Groups, which allows them to gain a real breadth of experience along the way. Your personal preferences are taken into consideration during the seat rotation process. Our approach to trainee recruitment is one of long-term investment. We’re looking for our future generation of leaders and technical experts.

www.bonddickinson.com/careers/trainee-solicitors

My notes:
Based on confidential insider interviews with trainees, the Chambers Student Guide lifts the lid on all the major firms and barristers’ chambers to give you the true picture about training. We can also tell you about application processes, vacation schemes, law schools, building up your cv and how to perform well in interviews.

Our aim as an organisation is to help you find the right legal employer for you, and to tell you how to make successful applications. Come over and pick up a free copy of the Chambers Student Guide from our stand. We will also be happy to answer any careers questions you might have.

Chambers & Partners also recruits a number of writer/researchers for our guides and directories each year. Visit www.chambersandpartners.co.uk for our vacancies.

www.chambersstudent.co.uk

My notes:

Chambers Student Guide

The Graduate Group ‘Legal Head Start Workshops’

A group of successful graduates who have secured training contracts at a number of top city law firms will host four practical workshops:

Planning for success and impressing at legal events
22nd October, 10am to 2pm

How to write a successful application
12th November, 10am to 2pm

Commercial awareness and interview skills
21st January, 10am to 2pm

Assessment centre boot camp
18th February, 10am – 2pm

Find out more and register on City CareersHub: careershub.city.ac.uk/students.
Lawyers for a changing world.
Clifford Chance is one of the world’s foremost law firms, with more tier one ranked practice areas than any other firm. We are a Times Graduate Employer of Choice and a previous TargetJobs Graduate Employer of the Year. Because the challenges of modern business rarely fall within a single jurisdiction or practice area, we are used to tackling problems in international, multi-disciplinary teams.

A career with Clifford Chance means the opportunity to develop your talents to their utmost potential in a refreshing and stimulating environment. One where your unique talents will have the space to shine, develop and make a real impact.

Recruitment opportunities:
• Training contracts for Law and non-Law graduates starting in 2019
• Three summer vacation schemes
• Two first year Springboard Schemes
• Six Open Days – one being exclusive to first years.

These opportunities will all be confirmed in October 2016.

www.cliffordchancegraduates.com

My notes:

The independent Bar is a specialist referral profession offering expert legal advice and advocacy. Barristers practising at the independent Bar are self-employed but (in most cases) group together into sets of chambers for the purpose of sharing premises and other overheads.

COMBAR was formed in 1989, and six of COMBAR’s former Chairmen have gone on to become judges of the Commercial Court, demonstrating the calibre of the COMBAR leadership and allowing the association to enjoy a close and enduring professional dialogue with the specialist commercial judges.

COMBAR now has over 1,500 members with 38 member sets of chambers and individual members from 38 sets across London, Liverpool, Manchester, Birmingham, Bristol and Devon.

COMBAR organises monthly lectures and seminars for its members as well as overseas conferences with commercial lawyers from other jurisdictions. There is no student membership of COMBAR, however COMBAR partners with Middle Temple’s Access to the Bar awards and Inner Temple’s PASS programme to provide further opportunities for students to learn about life as a commercial barrister by funding five places on each scheme and arranging placements specifically for those interested in learning more about work at the commercial bar.

Visit our website for links and contact details of all the member sets of chambers.

www.combar.com

My notes:
Darlington is North London’s largest full-service law firm. The firm has a thoroughly modern approach reflecting clients’ changing perceptions of and requirements from their lawyers. Our lawyers are specialists and experienced in a large selection of business and personal legal advice and service areas, including conveyancing, settlement agreements, business contracts, immigration, commercial law and employment law.

We generally take on two trainee solicitors and one to two paralegals each year.

www.darlington.com

My notes:

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DLA Piper is a global law firm with lawyers located in more than 30 countries throughout the Americas, Asia Pacific, Europe and the Middle East, positioning us to help companies with their legal needs anywhere in the world. In the UK, we provide full service legal advice from London and the major UK centres. Unlike many other law firms, we are organised to provide clients with a range of essential business advice, not just on large-scale mergers and acquisitions and banking deals but also on people and employment, commercial dealings, litigation, insurance, real estate, IT, intellectual property and plans for restructuring.

We offer approximately 130 placements and use these to recruit our trainees. They run for two weeks during the summer and take place across our offices in the UK. We also offer a number of Open Days and Insight Days.

www.dlapipergraduates.co.uk

My notes:

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In order to be outstanding, you must always be different and DWF knows that better than most. We were named ‘Legal Innovator of the Year’ at the 2015 Legal Business Awards in recognition of our innovative approach to operational management, client service delivery and people engagement, and were also voted one of Europe’s 50 most innovative law firms by the Financial Times.

After an impressive number of mergers and acquisitions, DWF is one of the UK’s top 20 law firms and employs nearly 2,500 people, including 270 partners and 1,200 fee earners. The firm has offices across the UK and has recently expanded internationally.

We are currently promoting our 2017 vacation scheme and 2019 training contract opportunities.  
www.dwf.co.uk/join-us/graduate

My notes:

EY is one of the world’s leading professional services firms, with 212,000 people working across 150 countries for clients all over the world and generating revenues of more than US $28.7 billion. We are developing and growing a new legal business in the UK, and law is fully integrated within EY to leverage the existing growth platforms that we already have, with our extensive list of clients, resources and global presence, to become a fully integrated and established multidisciplinary practice.

In addition to our ambitious growth targets, we are looking to grow our dynamic and energetic team to 150 people by 2020 with a view to creating a distinctive and differentiated brand in the legal and professional services market, by maintaining our key focus on the demand led services from our clients, and developing and driving the deepest relationships to provide exceptional client service.

We are offering candidates a hugely exciting opportunity to be a part of EY and to develop and grow a new and different legal business in the UK. The Law team at EY is a fast growing business and we can promise opportunities for our people every day within EY.

As part of EY, you will be gaining fantastic work experience acting for some of the world’s most important companies and organisations in many market sectors.  
www.ey.com/UK/en/careers

My notes:
Francis Taylor Building

Francis Taylor Building is a thriving and successful set of Chambers with a growing membership and an active recruitment policy at all levels.

Pupillage at Francis Taylor Building is a challenging and rewarding process. Its purpose is to provide a period of intensive training to equip pupils for a successful practice at the bar and to provide Chambers with new tenants of the highest calibre.

Our pupils represent the future of Chambers, and we invest a great deal of time and resources to ensure that the training we provide is of an excellent quality, that pupils are made to feel welcome and that they are treated fairly and equally throughout their time in Chambers.

Each year we seek to recruit two exceptionally able individuals to undertake a 12-month pupillage in Chambers. Competition for places is fierce, but the rewards for those selected are substantial. Since 2009 we have recruited ten junior tenants from amongst our pupils.

www.ftbchambers.co.uk

My notes:

The Free Representation Unit (FRU) has been providing representation in social security and employment tribunals since 1972. We help people who are not eligible for legal aid and cannot afford lawyers. Our work is done by volunteers, mostly law students and legal professionals in the early stages of their career. All FRU’s representatives are trained and supervised by our legal officers.

We offer volunteering opportunities for students who are in their third year or above of the LLB. Our volunteers use their legal knowledge and skills to help FRU’s clients, while gaining valuable experience. All candidates must undertake our training and take a test to assess their ability; these take place three times per year. For comprehensive details about volunteering, training and eligibility please see our website.

FRU runs three sets of training days annually; normally in October, January and May. The training day introduces you to the relevant law and tribunal procedure, as well as explaining how volunteering for FRU works. There are separate training days for Social Security and Employment.

www.thefru.org.uk/volunteers

My notes:
We have one client: the British Government. Whether the government is creating new legislation, procuring goods and services, employing people or defending its decisions in court, it needs significant levels of legal advice. To carry out this work, the government needs its own lawyers who understand its business.

Our lawyers’ work will be determined by the business in which their departments are engaged but will typically involve the widest possible range of public and private law matters. These range across issues of national and international significance and across public and private law, embracing advisory and legislative work, litigation and prosecution.

The GLS offer around 40 training contracts and pupillages each year, all of which are based in London. Our next recruitment round, beginning in the summer of 2017, will be aimed at those who wish to start their training in September 2019.

www.gov.uk/gls

My notes:

The JUSTICE Student Network (JSN) is an interactive forum that aims to encourage interest in and improve awareness of JUSTICE’s work. It intends to enhance the career paths of its members by providing the means for networking with members of JUSTICE’s legal membership and equipping law students with a practical understanding of how lawyers can work to strengthen the justice system and the rights of the individuals within.

JUSTICE has an established internship programme through which we appoint two or three interns twice a year to work closely with the policy team. The interns undertake legal research in one of JUSTICE’s main areas of policy work, provide commentary on draft legislation, assist with third party interventions and support working parties of our membership exploring critical issues of law reform. We are proud to pay our interns the London Living Wage.

We also offer fellowships, wherein Fellows work in operational and legal positions to support the activities of the charity while developing strategic, commercial and legal skills.

www.justice.org.uk

My notes:
Why are employers joining us at the Fair?

“We are attending the Law Fair to meet intellectually capable, motivated and enthusiastic individuals who share our firm’s commitment to self-development and teamwork, and our desire to provide clients with services which match their highest expectations.”

**Bond Dickinson**

“At EY, we have a great relationship with City, University of London and the City Careers Service. With their help, we have some of the best students come work for us. The Banking, Finance and Consultancy Fair is a great opportunity to meet City’s students and tell them all about EY’s 20:20 vision and how they can develop and challenge themselves whilst helping us achieve a better working world.”

**EY**

“JUSTICE is keen to support students’ engagement with access to justice, human rights and the rule of law. City’s Law Fair is a valuable opportunity to do this by providing students with information about our internship and Fellowship schemes, thereby encouraging students to explore careers in these vital areas.”

**JUSTICE**

“As a major graduate employer, we recognise the important role City, University of London plays in the development of high-calibre, motivated people from all sorts of backgrounds. It may surprise you, but most of our programmes welcome applications from all degree subjects. We’re looking for people who can demonstrate the skills and behaviours of a future leader which in turn, will support us in delivering our business strategy.”

**PwC**

“South Square decided to attend City’s Law Fair as we actively seek to recruit the highest calibre of candidates. Our attendance gives students the opportunity to have a closer contact with barristers ask any questions they may have, which will enable them to gain a better understanding of life at the Bar.”

**South Square**

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**Fair preparation and fast-track entry to the Fair**

Get fast-track entry to the Fair and learn how to make a great first impression on employers by attending one of the Making the most of the Law Fair preparation sessions.

The first session is on 17th October between 1 and 2pm (Northampton Square campus) and the second, which will be delivered by Bond Dickinson, is on 18th October between 12 to 1pm (Gray’s Inn campus).

If you are unable to attend these sessions, complete the Law Fair Prep Quiz via City CareersHub!

You can find this website at [careershub.city.ac.uk/students](http://careershub.city.ac.uk/students).
Launching a career in the legal profession is no simple matter; it requires knowledge, planning, insight and dedication. If you do not follow the rules of the game, you are seriously diminishing your chances of success. LawCareers.Net and The Training Contract & Pupillage Handbook are expressly designed to support and inform you as you work towards a legal career.

Both products contain extensive editorials on the background to law, lawyers, types of firms and practitioners, as well as guides on different work areas, the recruitment process and timetable, plus news and feature content. And, most importantly, both feature a comprehensive directory of over 1,000 firms and chambers that are recruiting graduates. Please visit our stand to pick up free copies of our print publications and to sign up for our email newsletter, LC.N Weekly.

www.lawcareers.net
www.tcph.co.uk

Lawyer 2B is the must-read magazine for anyone interested in pursuing a career in law. It is packed full of lively and compelling content including news, analysis, jobs and features on all the major developments in the legal sector, as well as unbiased advice on breaking into the profession. Pick up your free copy from our stand at the fair – and if you have got questions about a career in law that you do not feel comfortable asking the other exhibitors, come and ask us.

Our website is a ‘one-stop shop’ for anyone wishing to pursue a career in law, and by registering to our free weekly and fortnightly email news services you can keep up-to-date with all the latest deals, news, gossip and jobs. Sign up at our stand.

Oh, and get your phone out and follow us on Twitter and Instagram @lawyer2bmag and on Facebook (search for Lawyer 2B).

www.lawyer2b.com

My notes:
A career that takes you further

Opportunity is at the heart of a career with PwC. It helps you grow as an individual and gives you the skills and experiences you need to succeed. For Sacha, that means launching her career with a training contract that gave her commercial experience too. After rotating between multiple seats and working with diverse and exciting clients, Sacha is now a fully qualified Immigration solicitor. She’s also listed by CityAM as one of the 35 most influential women in the City – an incredible achievement that truly demonstrates how embracing every opportunity you have can really take you places.

Take the opportunity of a lifetime.

pwc.com/uk/work-in-legal

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We are a specialist firm of solicitors, focused on providing a high-quality advocacy and clerking service to clients throughout England and Wales. We have a nationwide network of advocates (consisting of BPTC/LPC graduates, solicitors, solicitor-advocates and barristers) allowing us to appear in all types of hearings and trials in every county court and the High Court.

LPC Law is looking to recruit BPTC/LPC graduates for freelance advocacy positions nationwide. LPC Law covers a range of civil law matters and provides unique exposure to those interested in advocacy. Advocates regularly appear in chambers, putting forward their case to the judge. The role offers unique exposure and great opportunities for postgraduates to put their vocational skills into practice.

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www.lpc-law.co.uk/careers

My notes:

Monckton Chambers specialises in European, public and commercial law. Our work is carried out in areas of the law that are rapidly growing and fast moving. It is exceptionally demanding, but also highly rewarding. Monckton Chambers is a dynamic place to work. Members actively engage in speaking at conferences and seminars, in London and internationally, and contribute to a variety of publications.

Recruitment opportunities:

- Mini-pupillage scheme between October and December 2016
- Pupillage applications can be made through the Pupillage Gateway in January 2017 for an October 2018 start.

www.monckton.com/recruitment/students-pupillage

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Publishing students’ work; student and practitioner events; networking with leading practitioners; contributing to our work (e.g. consultation responses, working parties)
Our Employability Skills Programme is designed in collaboration with employers. The sessions prepare students to make the transition from education to work, covering all aspects of the selection and recruitment process. They explore the skills that are most valued by employers, how students can reflect on these and how students can articulate their experiences clearly when talking to employers. Students that attend the preparatory session and eight of the sixteen main sessions will receive a certificate. The following sessions take place on Tuesdays in October and November 2016:

• Preparation session by AGR 3rd October, 6 to 7pm
• How to tailor your online applications by Bloomberg 4th October, 1 to 2pm
• How to develop your personal brand by Capco 4th October, 6 to 7pm
• How to succeed at telephone interviews by Duff & Phelps 11th October, 1 to 2pm
• How to succeed at video interviews by FDM Group 11th October, 6 to 7pm
  * How to succeed at competency-based interviews by Accenture 18th October, 1 to 2pm
• How to succeed at strengths-based interviews by EY 18th October, 6 to 7pm
• How to prepare for psychometric tests by PwC 25th October, 1 to 2pm
• How to develop networking skills by SEO London 25th October, 6 to 7pm
• How to make the most of social media by HSBC 1st November, 1 to 2pm
• How to develop and demonstrate commercial awareness by Capita 1st November, 6 to 7pm
• How to develop and demonstrate leadership skills by Teach First, 8th November, 1 to 2pm
• How to develop and demonstrate team-working skills by BDO 8th November, 6 to 7pm
• How to tackle group work at assessment centres by ERAC 15th November, 1 to 2pm
• How to tackle assessment centre case studies by Civil Service 15th November, 6 to 7pm
• How to tackle presentations at assessment centres by CIMA 22nd November, 1 to 2pm
• How to make a good impression at the start of your internship or graduate role by Microsoft 22nd November, 6 to 7pm

Your Careers Service
At www.city.ac.uk/careers, you can:

• Book online for cv, cover letter and application form checks (20-minute appointments), mock interviews and in-depth career guidance sessions (45-minute appointments)
• View hundreds of graduate roles, placements and internships, part-time jobs and volunteering opportunities on and off campus
• Register to attend a range of career events to gain first hand company information, network with employers and access the hidden job market
• Access a comprehensive range of resources, including career videos, career guides, statistics on what recent graduates from your course are doing and hundreds of useful links to external resources.
Osborne Clarke is an award-winning multi-national law firm. We have grown rapidly, and with 19 global offices we are proud to say that our influence and impact can now be applied almost anywhere. We think sector-first, organising ourselves around the current affairs and future challenges of the industries we serve, rather than traditional legal practice areas. It helps keep us one step ahead.

Our core sectors all thrive on innovation; digital business, energy, financial services, life sciences, real estate, recruitment and transport.

Recruitment opportunities:
• Vacation Scheme 2017: for penultimate law students and final year non-law students
• Insight Scheme 2017: for first year law students and penultimate year non-law students.

All Training Contracts offered in 2016/17 will commence in September 2019.

www.joinoc.com

We are a member of the PwC international network of firms. We offer a unique style of integrated legal advice, with access to specialists from across the whole of the PwC network. We have an extensive client base across the FTSE200, banks, funds and other financial institutions, middle-market companies, large private businesses and high-net-worth individuals.

At PwC we offer a summer vacation scheme which is open to penultimate and final year Law students and final year non-Law students; those already studying the GDL or LPC are also eligible. We do not recruit directly onto training contracts and instead convert vacation schemers onto these, starting in either March or September of the subsequent two years.

The next available scheme is the summer vacation 2017. All successful applicants from the 2017 scheme will be offered a training contract to join in 2018 or more usually 2019. Apply by January 27th 2017.

www.pwc.co.uk/careers/student/graduateopportunities/pwc-legal.jhtml

My notes:

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Leading lawyers. Great clients. And an unrivalled commercial approach to business. At RPC we offer a depth of knowledge and creativity that few firms can rival, and combine this with high quality training programmes that are consistently lauded in the leading directories.

Headquartered in a state-of-the-art site in the City of London, we also have stunning offices in Bristol, Hong Kong and Singapore. Our open-plan collaborative working environment – where knowledge is easily shared and access to partners an everyday reality – is designed to bring out the best in our people and to ensure that the service we offer our clients is second to none. And it is.

We provide top quality legal services to global businesses across a wide range of industry sectors and practices, including commercial litigation, engineering and projects, corporate/M&A, IP and technology, media, outsourcing, tax and competition practices, including insurance, commercial litigation and corporate/M&A.

Our the most recent accomplishments include being awarded:
- Best legal adviser 2015 (Legal Week)
- Law Firm of the Year 2015 (the British Legal Awards)
- Competition and Regulatory Team of the Year 2015 (the British Legal Awards)
- Commercial Team of the Year 2014 (the British Legal Awards)
- Law firm of the Year 2014 (The Lawyer Awards)
- Law firm of the Year 2014 (the Halsbury Legal Awards.)

We have also been voted by the Financial Times as one of the most innovative firms in Europe.

We offer two summer vacation schemes, accepting 12 candidates each, and up to 15 training contracts in London as well as an Open Day Programme.

www.rpc.co.uk/manifesto

South Square is one of the leading commercial law sets of barristers. It specialises in restructuring/insolvency, fraud-related disputes, and banking, commercial, company and financial services. South Square barristers have been involved in many of the most important recent cases in these areas of practice and regularly appear in the courts and tribunals of major international jurisdictions in addition to those of England and Wales.

In January 2017, we will offer up to three 12 month pupillages each with an award of £65,000 to start in October 2018. Each year we offer up to ten week-long funded mini-pupillages, each with an award of £500. We also have an extensive unfunded two-day mini-pupillage programme which runs throughout the year.

We also welcome applications for third six pupillages from applicants who have completed a pupillage at a leading Commercial or Chancery set.

www.southsquare.com

My notes:
Start thinking about your career now

In a competitive employment market it is essential to engage with employers early to stand out from your peers, gain experience and make an informed decision about your future.

First year students. It’s never too early to start thinking about your career – read on to find out why it is important to engage early...

“Students should engage with employers early to prepare themselves for interviews and form a better understanding of the requirements of prospective employers, such as the need to concentrate on extra-curricular opportunities, which will assist in applications later in the process.” Blackstone Chambers

“The recruitment market is increasingly competitive, so standards are getting higher and higher. This means that need to have had good work experience throughout your studies to stand out as a graduate. This doesn't necessarily mean legal work experience with a law firm; other commercial work experience, volunteering or specific industry sector work experience are equally valuable.” Chambers Student Guide

“The first year of university is a great time to do research and narrow down the firms that you want to apply to for vacation schemes in your second year. Many firms also offer Insight days and placements for first year students, which is a fantastic way to gain valuable insight of life at a law firm.” Osborne Clarke

“It is supremely important to understand the diversity of legal careers available. Only by exploring the different career paths can a student make informed choices about their professional development.” JUSTICE

“First year students should engage with employers to gain an understanding about the different career options available to them; careers in law vary enormously from in-house roles, private practice and the independent bar. Some individuals will be better suited to particular career paths, and understanding these options early on is critical to making the right choices later on.” Francis Taylor Building
This stall will comprise the General Council of the Bar, the Inns of Court and the Specialist Bar Associations. We represent the interests of Barristers and promote the Bar’s role at the heart of the justice system in England and Wales. We can provide information about the work done by barristers, routes to becoming a barrister; including scholarships, funding and the training involved, and generally about life at the Bar.

www.barcouncil.org.uk

My notes:

The Graduate Group is a group of successful graduates and young professionals who exist to use their experiences to help students navigate the competitive task of securing a graduate role in the City. All of our Graduate Group Members are successful recent graduates, meaning that we can provide students with practical advice that is invaluable and often inaccessible to many students. We remember exactly what it’s like to be an ambitious student, so we’re best placed to help you beat the odds and get ahead!

www.thegraduategroup.co.uk

My notes:
Travers Smith is an award-winning independent City law firm with a reputation for enterprising thinking and uncompromising quality in all of its chosen fields, and a focus on advising clients on international matters. Competing directly with the largest City firms, we attract top-quality work while offering a professional yet relaxed working environment, providing the best of both worlds. It is this environment that has led to one of the highest staff retention rates in the City.

Travers Smith is defined by its independence, unique culture, deep commercial insight, progressive thinking and incomparable client experience.

Applications open from 1st October 2016 for the following:

- Training contracts for September 2019/March 2020
- Christmas Scheme 2016: 5th – 16th December
- Summer Scheme 2017: Two-week schemes commencing 19th June, 3rd July and 17th July.

www.traverssmith.com/careers/graduate-recruitment

My notes:

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“Do some initial research on the employers you want to speak to and prepare some relevant pre-prepared questions; this will enable you to approach the representatives with confidence and get a conversation started. Don’t be afraid to ask for a business card if you think you might want to ask further questions after the event.” Travers Smith

“It’s important to come to the event with a positive and proactive mind-set. This includes preparing your personal pitch, researching who will be there and knowing what questions you would like to resolve. A handy tip for remaining calm is to remember that the people you will meet are human too and all eager for you to succeed.” JUSTICE

“Practice! It can feel very daunting at first but the more events you attend, the more comfortable you will feel. It’s all about having the confidence to talk to a range of different people in different environments. Your confidence will grow over time.” DLA Piper

“Approach it with the right mind set. Think ‘What can I offer?’ instead of ‘What can I get out of this?’” BARBRI International

“Take as many opportunities as you can to practice your networking skills. Many clubs and societies put on networking events specifically to help students develop their networking skills.” Osborne Clarke

“Jump in and be yourself – don’t try and present yourself the way you think others want you to be.” Darlingtonos Solicitors

“You need to learn how to fake self-confidence,’ top international trade lawyer Miriam Gonzalez told us when we interviewed her. Pretend to be confident and you will come across as confident. Practice makes perfect: attend as many networking events as you can – and maybe some that don’t matter too much for your future career to help you practice.” Chambers Student Guide
After the Fair

• Send a ‘thank you’ email to any contacts you met on the day. It might just add to the positive impression you have made and set the stage for future correspondence

• Take note of everything that you have learned and refer to this throughout the selection and recruitment process

• Think about how well you would fit into the organisations that you have spoken with.

NEXT STEPS

• Get your cv or application form reviewed by a Careers Consultant at the Careers Service

• Practise interviews and assessment exercises

• Check the Careers website regularly for upcoming campus events

• Log on to the Careers website to view hundreds of opportunities and receive job email alerts.

Good luck with your job search!

Careers Service
City, University of London
Northampton Square
London EC1V 0HB

T: +44 (0)20 7040 8093
E: careers@city.ac.uk
www.city.ac.uk/careers
Join a firm with strong ambition

We’re growing and ambitious. If you want to achieve, there’s a bright future here.

START AS YOU MEAN TO GO ON »

For more information please contact:
Joanne Smallwood
0191 279 9046
joanne.smallwood@bonddickinson.com

www.trainingcontract.com
@BondDTrainees